

## **1. Preamble**

- A. The rules governing the conduct of members of YUVA are set forth in YUVA's Code of Conduct, complemented by decisions made by the Executive Director or under his authority.
- B. This Code has been adopted to ensure that the conduct of each member of YUVA not only meets the generally accepted ethical standards of the Organisation but also is perceived as such. They are binding and their violation may give rise to the application of disciplinary sanctions.
- C. As a member of YUVA, you have an obligation to observe these rules, but you also have a right to invoke them to the extent that their violation affects your dignity or the performance of your duties. It is both in your interest and your responsibility, therefore, to familiarise yourself with these rules.
- D. Experience has shown that a better understanding of these rules and of their practical implications would facilitate their observance and, as your employer, YUVA is prepared to help you in this regard.
- E. The adoption of this Code by YUVA is intended to provide guidance to members of the Organisation in the observance of these rules with a view to achieving their objectives.
- F. It must be noted, however, that this Code cannot cover all possible situations. In cases of doubt, you may seek advice from an authorised source within YUVA and act confidently on the basis of that advice.

## **2. General principles**

- A. Loyalty and Independence

- i. As a member of YUVA, you have a duty of loyalty to the Organisation and you perform your duties under the authority of the Executive Director. Not only must you further the interest of the Organisation, but you should not be influenced in your work by any other interest, including the interest of your own country or government.
- ii. You must act independently of any authority or person external to YUVA in your work and in the exercise of your function.

B. Impartiality

- i. Your work for YUVA should not be influenced by your past, current or prospective relationships, whether professional, personal or financial, with any government, institution or person. Nor should it be affected by any personal opinion, whether positive or negative, you may have of any country, government, institution or person.
- ii. You should refrain from taking any action or making any statement that could cast a doubt on your impartiality. In particular, gifts or favors from outside sources can be seen as affecting your impartiality, even if in your judgment they have no such effect. Therefore, you should not seek or accept any gratuity or benefit in connection with your official duties or by reason of your status as a member of YUVA, any remuneration or honorary distinction, whether related or unrelated to your work or status as a member of YUVA, unless you have been authorised to do so, as explained in the next paragraph.
- iii. A general authorisation has been granted by the Executive Director for the following four types of remuneration or distinctions:

- a. Retirement pay or pensions,
  - b. Honoraria for public appearances or publications which are either turned over to YUVA to fund activities of the member's Executive Directorate or donated to a charity recognised by the Organisation,
  - c. Normal and customary hospitality and protocol gifts and
  - d. Honorary distinctions awarded for work accomplished before the member's appointment or for work unconnected with official duties.
- iv. In all other cases, the request for authorisation should be submitted to the Head of YUVA.

C. Discretion, Privacy & Confidentiality

- i. You should not disclose any confidential information you have acquired in connection with your work for YUVA. You should also ensure that any confidential documents or data in your possession are properly safeguarded, in accordance with applicable YUVA security policies and procedures.
- ii. Information, including documents and data, received by YUVA on the understanding that it is only for internal use, or generated in the course of its work but not released by the Organisation, is regarded as confidential and should be treated in accordance with YUVA policies and procedures.
- iii. You should abide by the following policies, where applicable:  
<https://yuvamauritius.com/privacy-policy/>  
<https://yuvamauritius.com/donor-privacy-policy/>

D. Privileges and Immunities

- i. Members of YUVA are expected to comply with the requirements of applicable laws with respect to the discharge of their civil obligations. They are also expected to comply with the requirements of local criminal laws. Failure to discharge substantial civil obligations, as well as major intentional violations of criminal laws, when brought to the attention of the Executive Director of YUVA and properly substantiated, would be regarded as harmful to the reputation of the Organisation.
- ii. Respect for privacy does not preclude YUVA from acting with regard to a member whose conduct outside the Organisation is incompatible with the status of a member of YUVA. This includes actions which could damage the Organisation's reputation or be perceived as an abuse of the privileges and immunities of the Organisation and its members. Accordingly, such actions may give rise to the application of disciplinary sanctions.

E. Integrity

- i. You are expected to act with the utmost integrity in the performance of your work and in all your relations with the Organisation.
- ii. Integrity in carrying out your work implies a duty to do your work to the best of your abilities. The duty to do your work to the best of your abilities also implies an obligation to share information with other members that is necessary for the discharge of their duties and, in particular, to facilitate the horizontality of the Organisation's work, that is to say the co-operation between different sectors of the Secretariat.

- iii. You should not withhold information that is relevant to the benefits you receive from YUVA. New circumstances that affect your eligibility for certain benefits must be reported promptly.
  - iv. You should carefully manage the resources of the Organisation for which you are responsible, by always bearing in mind the need to optimise their use with a view to improving the efficiency and effectiveness of the Organisation. In this respect, you should familiarise yourself with the policies and procedures of YUVA, insofar as they are relevant to the discharge of your duties.
  - v. You must avoid any misuse of the Organisation's resources. In particular, you should not use YUVA's resources for your own personal benefit or for the benefit of third parties. You may nevertheless use the equipment made available to you by YUVA, such as telephones, copiers and computers for personal reasons, as long as this use remains occasional and does not interfere with your work.
  - vi. You should not, in your words or actions, compromise your integrity by condoning or appearing to condone fraud, corruption or misuse of the Organisation's resources by other persons, including other members of YUVA. You should express your disapproval of any statement or other manifestation of intention to commit such acts and, if you know or have strong reasons to suspect that such acts have taken place, you should report them, as set out below.
- F. Responsibilities /Abuse of authority
- i. You should not take actions that exceed the scope of your authority. If you are unsure of the scope of your authority, you should ask your Supervisor.

- ii. If you delegate a task, you remain accountable for its execution. Therefore, you will need to exercise adequate supervision and control.
- iii. If you are a manager, you should not, in any circumstances, use your authority over your subordinates to prevent them from fulfilling their duties. Nor should you use your authority to obtain personal benefits or favours from your subordinates.

G. Conflicts of interest

- i. You should avoid any conflict of interest or appearance of conflict of interest. A conflict of interest involves a conflict between the public duties and the private interests of a member of the Organisation in which the member has private-capacity interests which could improperly influence the performance of his/her official duties and responsibilities. In case of doubt, or if the situation giving rise to the conflict of interest or the appearance of a conflict of interest has already been created, you should inform your Supervisor.
- ii. For example, if you are recruiting personnel of whatever status for YUVA and one of the candidates is related to you or has a close (personal or financial) relationship with you, you should recuse yourself. This also applies to performance evaluations or promotions of any member of personnel of whatever status who is related to you or has a close relationship with you. In general, you should bear in mind that any attempt to influence the career development of any member of personnel of whatever status who is related to you or has a close relationship with you may lead to a conflict of interest or the appearance of a conflict of interest and should therefore be avoided.

- iii. If you are responsible for negotiating procurement contracts on behalf of YUVA, including intellectual services contracts, and you have a direct or indirect interest in, or a close relationship with one of the potential providers, you should recuse yourself and refer the matter to your Supervisor.
  - iv. If you are considering leaving the Organisation and are in the process of negotiating with a prospective employer, you should not engage in any task within YUVA that creates, or may appear to create, a conflict of interest between YUVA and the prospective employer. In case of doubt, or if you are assigned such a task, you should inform your Supervisor.
- H. Tact and courtesy
- i. You should treat your colleagues and all other persons with courtesy and respect.
  - ii. If you wish to make use or significant reuse of the work of your colleagues as part of your own work, notably in publications, you must also inform those whose work you wish to use of your intentions, where appropriate seek advice from them to make sure that their work is used objectively, and lastly acknowledge the contribution of the colleagues concerned in your communications with your Supervisors or in your publications.
- I. Anti-harassment policy
- i. You should refrain from verbal or physical abuse and any form of harassment. In particular, you should avoid making disparaging statements on the grounds of nationality, opinions or beliefs, culture, ethnicity, gender, or personal life.

- ii. You should be aware that statements or actions that are not intended to be offensive or to intimidate a person may be perceived as such by that person. You will need to use your judgment and, if you think that there is a risk of such perception, refrain from making these statements or taking these actions.
  - iii. YUVA will not tolerate any form of harassment of employees by anyone including Supervisors, Executive Directors, Managers, other employees, or service users. YUVA is committed to providing a workplace free of sexual harassment as well as harassment based upon such factors as race, color, religion, sex, national origin, ancestry, age, medical condition, sexual orientation, gender identity or expression, marital status, disability, or veteran status.
  - iv. YUVA will also attempt to protect employees from harassment by nonemployees in the workplace.
  - v. You should abide by YUVA's Sexual Harassment Policy (Insert link)
- J. Interpersonal conflicts
- i. If you are a Supervisor, you are expected to maintain good working relations and an atmosphere of tolerance and mutual respect among your subordinates. Not only should you provide them with advice and guidance for the performance of their work, but you should also make yourself available and, with an open mind, listen and respond to any work-related questions, comments, objections or complaints they may have. Conflicts should be addressed proactively and, as much as possible, resolved at an early stage, in a sensitive and impartial manner.
- K. Statements and publications

- i. You should refrain from making public statements, including publishing articles or books on any subject matter, that are incompatible with your obligations as a YUVA member, in particular your obligation of tact and discretion.
  - ii. In principle, you may make public statements concerning YUVA, its activities only with the permission of the head of the Organisation.
  - iii. Nevertheless, you may make public statements about activities of the Organisation in respect of which you have clearly been allocated responsibility. However, before making such public statements, you should inform your Supervisor or Executive Director. Supervisors and Executive Directors have responsibility for ensuring that public statements are compatible with the Organisation's policies and interests, and members should seek guidance from them when appropriate.
  - iv. In some circumstances, including when a public statement is not made in your official capacity, you will have to make clear that the public statement does not necessarily represent the views of YUVA.
- L. Other employment / Professional activities
- i. In principle, employment with YUVA is not compatible with other gainful employment or professional activities. However, occasional remunerated activities, including teaching activities or publications, may be engaged in subject to the prior approval of the Organisation. As explained above, however, you may receive honoraria for public appearances or publications, without prior authorisation, if these honoraria are turned over either to YUVA or to a charity recognised by YUVA. Exceptionally, members holding a part-time appointment with

YUVA may be authorised to engage in another regular and remunerated activity.

M. Financial activities

- i. You may not use information obtained in the course of your official duties to obtain undue benefits for yourself or third parties, or for any other inappropriate purpose.

N. Public functions / Political activities

- i. You are not allowed to seek or hold public office, unless authorised by the Executive Director.
- ii. Therefore, if you intend to run as candidate for an elective political function, you should first seek authorisation for the exercise of that function.
- iii. While you may be a member of a political party and participate in its meetings, you should refrain from playing a prominent role in partisan politics and from making statements incompatible with your obligation of tact and discretion.

O. Other activities

- i. You may, outside working hours, engage in non-remunerated activities, such as education, research, culture, religion, sports, charity or social work, subject to the principles mentioned above on public statements and publications.

P. Post-employment obligation of confidentiality

- i. You should be aware that after you leave YUVA, you will continue to be bound by the obligation to protect the confidentiality of information that has come to your attention in

the course of your former duties for YUVA, and in particular of any unpublished information.

Q. Responses to individual queries

- i. YUVA has adopted procedures to help you comply with your obligations under the Code of Conduct applicable to members of YUVA and related decisions. The objective of these procedures is to give you the assurance that, if you follow them and act in accordance with the response to your questions or the authorisation granted to you, you will be in compliance with these obligations.
- ii. For queries on any matter pertaining to the present Code of Conduct, unless otherwise specified, you may contact your Supervisor. He/She will let you know whether the action you are considering is prohibited or permitted or requires prior authorisation and, if an authorisation is required, how it should be requested.

**3. Misconduct**

- A. Violations of the rules governing the conduct of members of YUVA (“misconduct”) are harmful to the reputation of the Organisation and its members. They may also be detrimental to the achievement of the objectives of YUVA and to the performance by its members of their work. Whether you are a victim or a witness of acts of misconduct, you are expected to report them; anonymous reports may be allowed on an exceptional basis.
- B. If you are a victim of harassment, the relevant facts, with the names of any witnesses, can be reported. Other cases of misconduct against you can be reported to your Supervisor.

- C. If you witness major or repeated acts of misconduct committed by a member of YUVA against another member or person, at the workplace or outside, you are expected to report these acts to your Supervisor.
- D. Any cases of fraud, corruption or misuse of the Organisation's resources you know of, or have strong reasons to suspect, must be reported to the Executive Director either directly or through a head of service.
- E. Any form of retaliation or prejudice as a result of reporting misconduct is itself misconduct and will not be tolerated. If you believe you are being subjected to retaliation or prejudice on this basis, you should bring it to the attention of your Supervisor or Manager for appropriate action.